

~~CONFIDENTIAL~~

DDA 87-0956

5 May 1987

MEMORANDUM FOR THE RECORD

SUBJECT: CEAF Board Meeting, 24 April 1987

25X1 1. The Central Employees Activities Fund (CEAF) Board met on 24 April
25X1 1987. All members of the Board were present as well as OGC Advisor [redacted]
[redacted] attended the meeting as a stand-in for OF Advisor [redacted].
An agenda was not prepared.

25X1 2. The following items were reviewed/discussed at the meeting:

a. Minutes of Last Meeting - Approved as noted.

b. Old Business:

- ° CY-86 Financial Statement - Copy distributed.
- ° Updated Declaration of Trust - OF still has the action.
- ° OP Educational Aid Fund - Two grants of \$2,000 each were donated to the EAF. Copy of memo distributed.
- 25X1 ° OP PSAS - We are still waiting for OP's proposal. [redacted]
will call OP again on this.
- ° DS&T 25th Anniversary - CEAF paid \$2,800 to help cover costs. Copy of EDR bill distributed.

- 25X1 ° Proposal from [redacted] - Board approved request for
purchase of drink containers. Cost should not exceed \$50.
Sue will inform [redacted] and coordinate payment.
- 25X1

DD/A REGISTRY
FILE: [redacted]

25X1

25X1 [redacted]

25X1 [redacted]

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SUBJECT: CEAF Board Meeting, 24 April 1987

25X1

- ° Received memo from D/OF designating [] as the
OF Advisor vice [] Welcome []

25X1

25X1

c. Approvals Since Last Meeting:

- ° CT Spouse Course Expenditures of \$12.29 - Copy of memo distributed.
- ° Day Care Center Registration of \$25 - Copy of memo and completed forms distributed.
- ° DO "Futures Conference" - Approved \$300 - Copy of memo and EDR bill distributed.
- ° OTE 100th Anniversary of Midcareer Course Celebration - Approved \$700 - Copy of memo distributed.

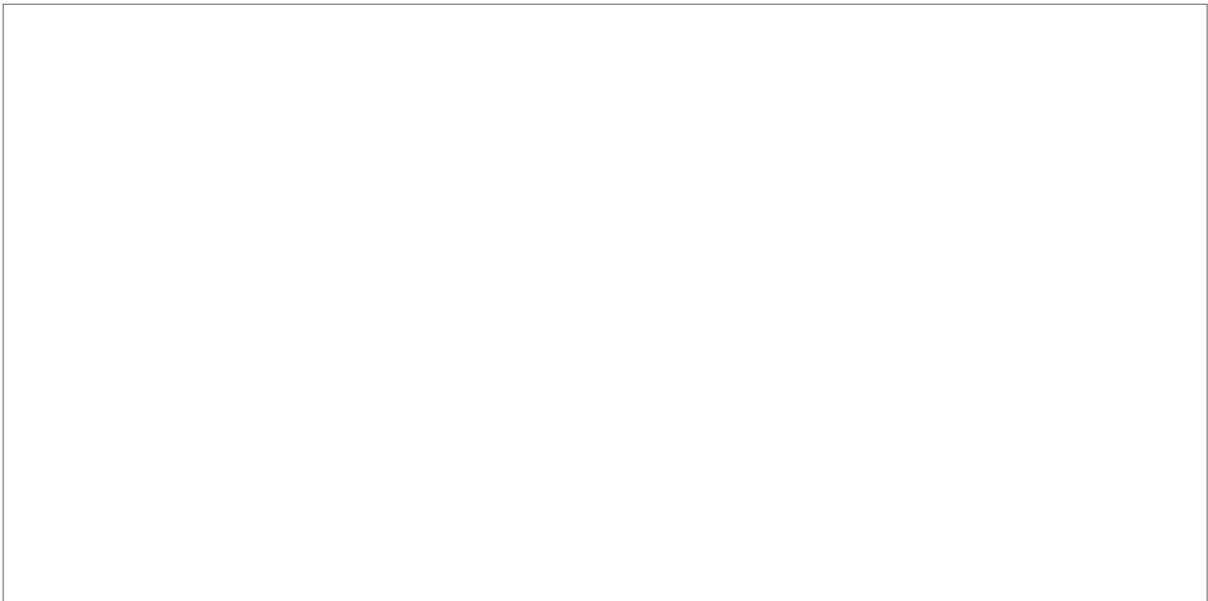
25X1

d. New Requests:


CONFIDENTIAL

SUBJECT: CEAF Board Meeting, 24 April 1987

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25X1

3. The next meeting of the Board is scheduled for 27 May 1987 from 0900-1100 in  office, 7D24 Headquarters.

25X1




Secretary to EXA/DDA

APPROVED:

25X1



25X1


 EXA/DDA (Chairman)

5/5/87
Date

Distribution:

25X1

Original - CEAF File w/refs


- 1 - 
- 1 - DDA Subject w/refs
- 1 - DDA Chrono wo/refs
- 1 - EXA/DDA Chrono w/refs

137-0508X

10 March 1987


25X1

MEMORANDUM FOR:


Chairman, CEAF Board

25X1

FROM:


Chief, Accounts Division, OF

SUBJECT:

Statement of Financial Condition of the
Central Employee Activities Fund as of
31 December 1986

Attached are the following reports reflecting financial operations of the
Central Employee Activities Fund through 31 December 1986:

Exhibit A - Statement of Financial Condition as of 31 December 1986

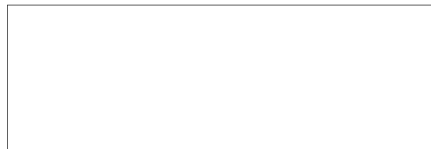
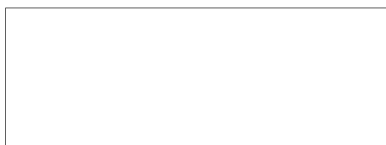
Exhibit B - Statement of Income and Expense for Twelve Months Ended
31 December 1986

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Attachments
As stated

25X1



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DD/A Registry
87-0727X**EDUCATIONAL AID FUND**P.O. BOX 1490 MAIN POST OFFICE
WASHINGTON, D.C. 20013

MEMORANDUM FOR: Executive Assistant
Deputy Director for Administration

FROM: Hugh E. Price
Chairman, Educational Aid Fund

SUBJECT: Transfer of Funds from CEAF to EAF

Jim

1. On behalf of the Educational Aid Fund (EAF) Board of Trustees, I want to express to you our sincere appreciation for approving the transfer of funds in the amount of \$4,000.00 from the Central Employees Activity Fund to the EAF for the purpose of providing two \$2,000.00 grants to deserving students.

2. As a result of this forthcoming transfer, two students will receive educational assistance based primarily on financial need for the academic year 1987-88.

3. It would be appreciated if the Central Employees Activity Fund would keep in mind that the Educational Aid Fund has limited resources and any further contributions for the educational fund would be graciously accepted.

4. Please accept our sincere gratitude for this act of generosity.

STAT

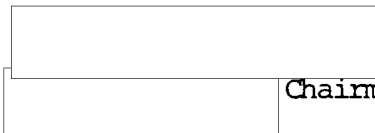


Hugh E. Price

APPROVAL FOR TRANSFER OF FUNDS:

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STAT



Chairman, CEAF

4/6/87
Date

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02 March 1987

STAT MEMORANDUM FOR: [REDACTED]
EXA/DDA
STAT FROM : [REDACTED]
IDEB/IEPD/ESG/NPIC/DDS&T
SUBJECT : Response to CEAF memo granting money to NPIC for
beverage containers

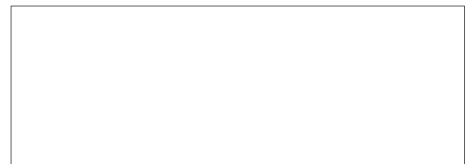
STAT 1. This is in response to your memo awarding money to [REDACTED] STAT
[REDACTED] for the purchase of beverage containers for activities at the
building and for loan to employees hosting activities outside the
building. As you recall, I had originally requested support for a
STAT racquetball tournament and wallyball party held 13 February 1987.
My alternate choice was a request for the purchase of beverage
containers which could be used at [REDACTED] functions such as Open
House, after hour parties, etc. A need for such containers exists
because similiar containers were borrowed from Ogden/Allied for use
at the December Open House.

2. A 5-gallon Igloo plastic beverage cooler sells for \$23.90 in
Evan's 1896 catalog. I think this is a good size for the majority of
building activities. Assuming the price has not risen, two beverage
containers would cost \$50.19 including sales tax.

3. The 13 February racquetball tournament was attended by 21
people which I consider a successful turnout. The beverage
containers will be a useful addition at the next party by providing
easy self-serve drinks to energetic athletes. The containers will be
kept in supply and regulated by Logistics division. A memo will be
routed throughout the building announcing their availability.

4. I appreciate your support. It is encouraging to know an
organization specifically for employees exists and serves!
Thank you.

STAT



C O N F I D E N T I A L

1 April 1987
OF-0072-87

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: CEAF - Change in Designation of Office of Finance Advisor

25X1 REFERENCE: [REDACTED]

25X1 Effective immediately, [REDACTED] is designated Financial

25X1 Advisor to the Central Employee Activity Fund (CEAF), replacing [REDACTED]

25X1 [REDACTED] who has succeeded [REDACTED] as Deputy Assistant

25X1 Director for Policy and Planning/OF, is located in 615 Key Building, telephone

25X1 [REDACTED]

Allen R. Elkins

25X1

25X1

C O N F I D E N T I A L

26 February 1987

MEMORANDUM FOR: Chairperson
Central Employee Activity Fund Board

FROM:

Chief, Training Branch,
Career Training Division, OTE

SUBJECT: Certification Processing - Career Training
Spouse Course

1. Attached for certification processing are receipts for donuts and supplies associated with providing coffee and donuts to the Career Training Spouse Course held 21 February 1987.

2. Reimbursement should be made to [redacted]
Career Training Division, 202 C of C. If you have any questions please contact our office [redacted]

Amount of receipts: \$12.29

APPROVED:

[redacted]
Chairman, Central Employees Activities Fund

3/5/87
Date

17 March 1987

MEMORANDUM FOR: Executive Officer/DA

FROM:

[Redacted]

OEE0

SUBJECT: CIA Child Day Care Center

In 1986 the CIA Child Day Care Center Planning Committee set up a corporation with the Fairfax County, Commonwealth-State Corporation Commission in the name of "The Harry Fitzwater Children's Center." Though not actually in operation, to maintain an active charter we must pay an annual registration fee of twenty-five dollars (\$25.00).

2. Per the attached instructions, please remit the fee along with the Notice of Assessment in the enclosed envelope. The Annual Report will be prepared later by the Office of General Counsel. The due date for this fee is 1 April 1987.

[Redacted]
Action Officer, CDCC Planning Committee

APPROVED:

[Redacted]
[Redacted] Chairman, CEAF

3/19/87
Date

STAT

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15 April 1987

MEMORANDUM FOR: Chief, Management Staff,
Facilities Management Division,
Office of Logistics

FROM:

OTE/LDD/EDS

SUBJECT: MidCareer #100 -- Commemorative Celebration

1. The Office of Training and Education request the support of the Management Staff to assist us in hosting a reception to commemorate the 100th running of the MidCareer course. All previous participants and guest speakers will be invited plus the Executive Director, DD's and ADD's.

2. At this time we would like to reserve Headquarters North Cafeteria for 5 May 1987, 1730-1930. We estimate the number attending to be between 300-500. As discussed with [redacted] we will have a better idea of the number after 24 April -- the deadline for responding to the invitation in the Employee Bulletin.

3. I have discussed with Barbara a menu for the reception which includes hot and cold dishes plus cheese, fruit, vegetables, dips and deserts. To accompany that we have decided to serve soft drinks, wine and beer. The cost quoted to me is \$8.00 per attendee. Please set up a wash account in the name of, [redacted] OTE/LDD/EDS, 1001 Chamber of Commerce, phone [redacted]

4. Thank you for your assistance in working with us on this project.

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